



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.

Title Public Health Representative 3 [Unclassified]			Salary P18 \$49,742.44 - \$70,150.48
Posting Number E120-22	Position Number 961987	Number of Positions 1	Posting Period * From: 01/26/2022 To: 07/31/2022
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under direction of the Communicable Disease Service, assist with coordinating supplies to health providers and assisting with specimen tracking associated with COVID-19 and other infectious disease cases and outbreaks. Establishes, and maintains cooperative working relationships with public health and healthcare professionals and clinical, and public health laboratories involved with COVID-19 laboratory testing. Assists in conducting communicable disease serologic, epidemiological public health surveys, collecting data and follow-up activities, compiles the data so obtained, and assists in developing the final determinations and evaluations. Conducts investigation of reports with incomplete reporting techniques, and maintains liaison with healthcare facilities, providers, schools, local health departments, and other cooperating agencies. Gives instructions to improve specimen submission and reporting and accuracy of reports to improve timely public health testing. Prepares clear, sound, accurate, and informative statistical and other reports and memoranda containing findings, conclusions, and recommendations.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a communicable disease related health or social service program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys, or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather the employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> • Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E120-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*